

Constance A. Zebrowski

Employment History:

Elizabeth's New Life Center, Dayton, OH: Bookkeeper and Grant Funds Coordinator (2003-present)

Bookkeeping Duties for Elizabeth's New Life Center

Manage fiscal books. Process donor EFT and Credit Card donations. Work with Fundraising committees in collecting, processing, and recording income. Maintain orderly records and filing system. Administer payroll, including Simple IRA, Federal payroll liabilities and Health Savings Accounts payments. Pay approved bills and invoices. Classify all income and expenses.

Grant Funds Coordination for Elizabeth's New Life Center

Maintain separate records for grant expenses. Copy and combine receipts for grant reimbursement submittals. Prepare monthly reports and invoices. Ensure adherence to all grant requirements and reporting schedules.

Human Resource Assistant for Elizabeth's New Life Center

Responsible for updating and maintaining Employee Database. Prepare paperwork for New Employee Orientation and ongoing Performance reviews. Hire and coordinate college Work Study Students to work in other departments within ENLC.

DSI, Inc. Centerville, OH: Bookkeeper (2002-2003)

Organize and file receipts. Enter data on Microsoft Excel spreadsheets.

Consummate Creations, Dayton, OH: Bookkeeper (2000-2001)

Organized files and receipts. Created spreadsheet and entered data into Microsoft Excel. Obtain quotes and information from vendors.

Planetary Sciences, Inc. Dayton, OH: Corporate Secretary (1994-2003)

Responsible for all correspondence, accounting, bookkeeping and filing. Computer skills include: Word, Excel, Quickbooks and GMA Computer Digitizing.

Copco Papers, Inc. Vandalia, OH: (1991-1994)

1992-1994 PURCHASING SUPERVISOR: Responsible for controlling and maintaining proper inventory levels of industrial and commercial paper products in excess of \$20,000,000. Negotiated pricing and shipping with suppliers and maintained inventory records, supplier performance and pricing. 1991-

1992 PURCHASING AGENT: Responsible for purchasing industrial and commercial paper for warehouse storage and direct customer shipments, negotiated pricing with suppliers, executed purchase orders and customer sales orders, and maintained supplier catalogs.

Cordage Papers, Inc. Dayton, OH (1982-1991)

1985-1991 PURCHASING ASSISTANT: Responsible for purchasing industrial and commercial printing papers for warehouse storage and direct customer shipments. Executed purchase orders and customer sales orders. Handled quality complaints and returns to suppliers. Updated and maintained supplier catalogs. 1983-1985 MILL AUDIT: Responsible for the auditing and control of mill invoices,

order maintenance, accounting, billing, credits, data entry, rebates and inventory transfers. 1982-1983 RECEPTIONIST: Responsible for operating a multi-line telephone system, data entry, billing, filing, typing and mail sorting.

Education:

Sinclair Community College, Courses in Business Management, Dayton, OH (1982)

Trotwood Madison High School, College Preparatory, Trotwood, OH (1981)

Montgomery County Joint Vocational School, Dayton, OH (1981) 2-year work/study Executive Secretary program.